



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:

CHAPTER: Professional Development

AUTHORITY: KRS 15A.065

SUBJECT: In-Service Training

POLICY NUMBER: DJJ 503

TOTAL PAGES: 2

EFFECTIVE DATE: 1/17/2017

APPROVAL: CAREY D. COCKERELL, COMMISSIONER

I. POLICY

Department of Juvenile Justice (DJJ) staff, except Executive Staff, shall be required to complete in-service training. Each DJJ staff shall have an Individualized Training Plan developed in accordance with their job classification.

II. APPLICABILITY

This policy shall apply to DJJ staff, except Executive Staff.

III. DEFINITIONS

Refer to Chapter 500.

IV. PROCEDURES

- A. The Training Branch shall have oversight of the planning, provision, record keeping, evaluation, and reporting of in-service training activities.
- B. In-service training shall be on topics relevant to staff positions, enhancing skills, and job performance.
- C. The Training Branch shall produce a Training Calendar. The Training Calendar shall be reviewed semi-annually and revised.
- D. The Training Branch shall:
 1. Provide information to the Departmental Advisory Training Committee (DATC) and administrative managers regarding training curricula, calendars, schedules, and course offerings projected for each year.
 2. Advise and monitor completion of a Training Plan for each program.

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- a. The training plan should include all pre-service, in-service, and specialized training curriculums, with specific timeliness for completing each training unit.
- b. The Training Plan and Individual Training Plan development process shall start at the beginning of each calendar year and be completed by May 31.
- c. The Training Branch Manager or designee shall notify administrative managers of the required in-service training hours.
- d. Information to be provided to the administrative manager shall include current training, training calendar of projected training events, and a summary of new training curriculum or courses.
- 3. Assist DJJ staff in maintaining on-site and in-service training by providing Training of Trainers (TOT) or Instructor Courses.
- 4. Provide oversight for records related to in-service training. Training records shall be maintained in accordance with Kentucky Department for Libraries and Archives (KDLA) Retention Schedules.
- E. In-Service training curriculum shall be continually evaluated.

V. MONITORING MECHANISM

The Division Director of Professional Development and Training Branch Manager shall monitor compliance with this policy on an annual basis.